



DEPARTMENT OF THE ARMY
ARMY CONTRACTING COMMAND – REDSTONE
BUILDING 5303 MARTIN ROAD
REDSTONE ARSENAL, ALABAMA 35898-5000

Enterprise Services Solutions Directorate

[Insert date, but DO NOT ISSUE on Friday or the day before a holiday, unless OK'd by Div Chief]

ATTENTION: EXPRESS *[Insert Domain]* DOMAIN CONTRACTORS

SUBJECT: Task Order Request for Quotation (TORFQ), *[Insert TORFQ #]*

The U.S. Army Contracting Command-Redstone requests your quotation for this TORFQ entitled “*[Insert PWS Title]*.” This TORFQ is competitively solicited for award in accordance with the EXPRESS Blanket Purchase Agreements (BPAs) and procedures prescribed at FAR 8.405-3(c). The Performance Work Statement (PWS), Contract Data Requirements List (CDRLs) and evaluation criteria are enclosed.

[Insert if applicable.] **This order is a total set-aside for small business concerns. Only quotes submitted by small business concerns will be accepted by the Government. Any quote that is submitted by a contractor that is not a small business concern will not be considered for award. Offers will not be accepted from large business BPA holders who propose a direct award. As a reminder, the following clauses flow down from the GSA Schedule contract and apply to this TORFQ and any resulting task order:**

52.219-6, Notice of Total Small Business Set-Aside (Nov 2011)
52.219-14, Limitations on Subcontracting (Nov 2011)

1. Provisions & Clauses

a. The following provisions are applicable to this TORFQ:

252.203-7005, Representation Relating to Compensation of Former DoD Officials
252.222-7007, Representation Regarding Combating Trafficking in Persons
252.204-7008, Compliance with Safeguarding Covered Defense Information Controls (DEVIATION 2016-00001) (OCT 2015)

b. The following clause is applicable to the task order resulting from this TORFQ:

52.217-8, Option to Extend Services

c. IAW with clauses 52.216-18 and I-FSS-646 of the underlying GSA Federal Supply Schedule contract, all terms and conditions of the Schedule contract are applicable to this TORFQ.

d. All terms and conditions of the underlying EXPRESS BPA are applicable to this TORFQ.

2. Business Size & NAICS

a. Please be advised that the Offeror's business size for this quotation will be determined by the small business representation made on the primary GSA Schedule for the NAICS code identified in the Offeror's BPA.

- For Team Members, business size will be determined by the small business representation made on the primary GSA Schedule/applicable NAICS code in the Offeror's BPA.
- For Subcontractors, the business size will be determined by the small business size representations in the System for Award Management (SAM) for the applicable NAICS code on the Schedule to which they are being mapped. The business size represented on the GSA Schedule may be different from the business size for EXPRESS.

b. Although a GSA Schedule may contain multiple NAICS codes, the one determined primary for an individual contractor will determine their business size at the Schedule contract level. However, the NAICS code applicable to EXPRESS will be used to determine business size for EXPRESS, regardless of Schedule size.

c. The transition to the GSA Professional Services Schedule resulted in the consolidation of the PES, MOBIS, and LOGWORLD Schedules. Therefore, it is required that a primary Special Item Number (SIN) (based upon the majority of domain requirements) is identified for each BPA Team Leader (prime) and Team Member. The NAICS and size standard for the primary SIN, as identified below, will then apply.

If a MOBIS or LOGWORLD SIN is identified as the primary SIN, the NAICS Code and business size standard assigned to the Schedule by GSA will apply.

If a PES SIN is identified as the primary SIN:

- NAICS 541330 and a size standard of \$38.5M will apply to the Business & Analytical, Logistics and Programmatic Domains.
- NAICS 541712 and a size standard of 1,250 employees will apply to the Technical Domain.

If the IT Schedule is identified as the primary Schedule, NAICS 541511, 541512, and 541513 with a size standard of \$27.5M will apply to all domains.

3. General Instructions

a. The Government will base its evaluation on the information presented in the quotation. Failure to strictly comply with the Government's instructions regarding any of the following items will make your quote ineligible for award. This acquisition is being conducted in accordance with FAR Subpart 8.4, *Federal Supply Schedules*, under FAR 8.405-3 procedures.

b. This is **not** a FAR Part 15 negotiated competition. Instead, this acquisition is being conducted under FAR Subpart 8.4. Award will be based on the quotation representing the best value, using the evaluation procedures outlined below.

All Offerors will receive fair consideration for award. However, since this is a FAR 8.4 procurement and since all eligible Offerors have already been awarded GSA Schedules, evaluation will be streamlined, with documentation kept to the minimum as described in FAR Subpart 8.4.

c. The Government intends to make selections based upon the initial quotations so a Offeror should submit its best terms in the initial quotation.

An Offeror is solely responsible for completing and submitting the required documents in sufficient detail to allow the Government to assess the quotation based on all the evaluation criteria in this TORFQ. Offerors shall thoroughly examine all PWS tasks, evaluation criteria information, and attachments prior to submitting the quotation.

d. The Government will not pay any Offeror for any costs or expenses associated with the preparation of its quotation.

e. Offerors submitting any proprietary or restricted information or data shall mark it as such. The Government assumes no liability for disclosure or use of unmarked information or data and may use or disclose the unmarked information or data for any purpose. Unless restricted, information and data submitted in response to this TORFQ may become subject to disclosure to the public pursuant to the provisions of the Freedom of Information Act (5 U.S.C. 551).

f. Quotations shall set forth full, accurate, and complete information as required by this TORFQ package (including Attachments). The penalty for making false statements in quotations is prescribed in 18 U.S.C. 1001. The only method by which any term of this TORFQ may be modified is by a formal amendment to the TORFQ generated by the issuing office. No other communication, whether oral or in writing will modify or supersede the terms of this TORFQ.

4. Guidelines

The following guidelines are provided with respect to quotations:

a. Quotations shall contain a minimum one-inch margin (excluding headers and footers) and an 11-point “Arial” or “Times New Roman” font, in Microsoft Office Word (2007 or later) or Adobe PDF searchable text (image files are not acceptable). Tables or illustrations, if included, shall be at least 11-point font (portrait or landscape). All quotation pages shall be standard letter size (8 ½ x 11). All spreadsheets shall be formatted to facilitate printing on a standard letter size page (portrait or landscape).

b. Page Limitations

- The narrative portion of your quote shall be no more than 20 pages [KO Note: adjust as needed.]
- There is no page limit for the portion of the quotation covered in sections 5 - 7 below except as stated in 5h.

c. The evaluation criteria include Technical Expertise, Risk Mitigation and Management, and Price and are outlined in detail in the attached Evaluation Criteria document.

d. Quotations shall include a complete and clearly written description for accomplishing the requirements of the PWS. This description shall be consistent with and easily identifiable to the Price portion of the quotation. The price portion should include a description of the basis for the categories of labor and number of hours proposed.

5. Pricing

a. The Price portion of the quotation shall be submitted as an Excel spreadsheet. The evaluation methodology describes the pricing requirements.

[KO Note: Choose one version of paragraph b, depending on whether your requirement is FFP or T&M]

[Choose this paragraph for T&M TORFQs]

b. Spreadsheets shall include pricing for the base period, any option periods, and a total roll-up. All option periods must be priced. For quotation preparation purposes, Offerors shall assume that the option hours shall be distributed evenly for the time period of XX months after task award through XX Years. OR ...as follows:

Task Order Award through 12 months	XX%
13-24 Months	XX%
25-36 Months	XX%
37-48 Months	XX%
49-60 Months	XX%

[Choose this paragraph for FFP TORFQs]

b. Spreadsheets shall include pricing for the base period, all option periods, and a total roll-up. All option periods must be priced. Offerors shall price each option period as outlined below.

Task Order Award through 12 months
Option Period 1
Option Period 2
Option Period 3
Option Period 4

c. In addition to detailed discounted pricing, the Offeror shall provide a total undiscounted price. This information will reflect the total savings to the government as a result of discounts to the GSA Schedule rates.

d. Offerors shall ensure that all GSA Schedule labor categories offered are included in the approved BPA Attachment 4 and that the task order rates do not exceed the approved BPA Attachment 4 rates unless the firm's rates have not been approved by GSA at the time the quotation is submitted. In that case, the Offeror shall propose out-year rates using a reasonable escalation in line with the GSA GSAR Clause 552.216-70, Economic Price Adjustment (contained in the Schedule contract). IAW this clause, under no circumstances shall the proposed escalation exceed 5% annually.

If the Offeror is awarded a task order pursuant to this TORFQ and its final rates approved by GSA are lower than the escalation rate proposed in the quotation, it will be required to reduce its rates accordingly. At no time will a rate higher than an approved GSA Schedule rate be allowed.

f. If the Offeror anticipates any separately priced costs as a result of compliance with "Accounting for Contractor Support," it shall clearly identify the separately priced items in the spreadsheet.

g. Offerors shall submit a separate Task Order Rate Table in a separate Excel spreadsheet format for incorporation into any resultant task order. The rates and skill mix proposed will be put on contract, without deviations. The discounted rates will be binding on the Offeror for any resultant task order from this TORFQ.

h. The basis of estimate shall be a narrative describing the basis for the proposed labor and hours. This narrative shall be no longer than five (5) pages.

6. Labor Mix and Crosswalk

Quotations shall include a labor mix and crosswalk spreadsheet. The labor mix and crosswalk must be submitted in the provided template.

a. The first tab of the spreadsheet shall include the Labor Mix. It shall list the labor categories and number of hours proposed for the base and any option periods. No rates shall be included in the labor mix spreadsheet.

b. The second tab shall include a crosswalk mapping the relevant proposed GSA Schedule labor categories to the Labor Category Baseline for the EXPRESS Program.

If a proposed GSA labor category is not relevant to any of the EXPRESS baseline categories, it does not have to be mapped. The GSA labor categories shall not be mapped to multiple baseline categories, but to the single most appropriate baseline category.

The Labor Category Baseline minimum education and experience requirements are provided on the EXPRESS public website.

GSA labor categories must meet the minimum education and experience requirements for the Labor Category Baseline to which they are mapped. If a GSA labor category has multiple education/experience criteria, it must meet at least one of the baseline requirements to be mapped to that baseline category.

c. All GSA labor category qualification requirements must be met. The task order contracting officer cannot waive these requirements. Substitutions of experience for education will only be allowed if negotiated by the GSA contracting officer at the Schedule contract level.

7. Other Requirements

a. Quotations shall include a table showing the total amount and percentage of dollars and the socioeconomic status broken out by prime/subcontractor/team member. The socioeconomic status shown shall be that currently identified on the applicable GSA Schedule subject to the NAICS applicability defined in the final BPA RFQ.

b. The Offeror shall submit an executed Organizational Conflict of Interest Certification for the prime contractor/team leader and any proposed subcontractors and/or team members, utilizing the format set forth in BPA Attachment 5.

c. For small business set-aside TORFQs, the following items apply:

* The Offeror shall be a small business in accordance with the Schedule representation for the primary Schedule/applicable NAICS identified in the BPA.

*All proposed Team Members shall be small business in accordance with the Schedule representation/applicable NAICS for the primary Schedule identified in the Offeror's BPA.

*At least 50 percent of the proposed labor cost proposed shall be for personnel of the awardee and its small business Team Members.

[KO NOTE: Insert the highlighted items ONLY on small business set-aside TORFQs.]

8. Additional Information

The information below is provided to assist you in preparing quotations.

a. Anticipated Task Order Type:

Labor: Time and Materials, Level of Effort, Firm Fixed Price

Travel, Material, ODC (as applicable): Cost Reimbursement, No Fee

b. Period of Performance:

[KO Note: Identify all option periods of performance for FFP task orders.]

Basic Effort Period of Performance: Task Order Award Date through XX months.

Option Exercise Period: From date of task order award through 5 Years.

c. The following travel, material, and/or ODC estimates (as applicable) will be established in the resultant Task Order:

Basic Effort:

Travel: \$ 0
Material/ODC: \$ 0
CDRLS: Not Separately Priced

All Options Total:

Travel: \$ 0
Material/ODC: \$ 0
CDRLS: Not Separately Priced

A CLIN will be established on any resultant task order to cover the Manpower Reporting requirement as identified in the PWS. This CLIN will not be separately priced.

d. Approximate Anticipated Onsite/Offsite Ratio: XX% Onsite / XX% Offsite

e. The Government will / will not entertain the use of Co-ops/Interns in performance of this effort.

f. The Government will / will not entertain the use of entry-level labor categories in performance of this effort.

[KO NOTE: Use "will" for e. or f. only if the IGCE shows Co-op, or entry-level categories.]

9. Historical Information – Provided for information only.

Below is a summary of the labor mix for the legacy requirement.

Contractor Name: XXXXXXXX
Task Order Number: XXXXXXXX
Previous TORFQ Number: 20XX-XXX
Basic Effort: XXXXX hours
Option: XXXXX hours

[KO Note: Add additional historical information (labor mix, etc.) here, as required.]

The Government does not warrant that experience under the task order to be issued as a result of this TORFQ will be the same as under the previous task order. Offerors shall use their business expertise and judgment to submit a quotation that best includes the labor mix necessary to carry out its technical and management approach to satisfy the requirement described in the current TORFQ and will be evaluated accordingly.

10. Teaming Arrangements

The offeror shall provide a copy of all teaming arrangement agreements for the team being proposed for this requirement. GSA provides guidance on the elements of a CTA at

<http://www.gsa.gov/portal/content/202253>. The teaming arrangement documents will **not** count against page limitations and shall be submitted as one PDF file.

11. Administrative Items

a. Offerors shall not discuss this TORFQ with any Government employee or support contractor employee other than the undersigned Contracting Officer or the Contract Specialist, **XXXXXX XXXXX, 256-XXX-XXXX.**

Support contractor employee means any contract employee in the requiring office who is directly involved in the contracting process or who is involved in the development of this requirement.

b. In addition, Offerors may communicate with the Task Order Ombudsman, as noted in the BPA, Paragraph (5). Failure to adhere to these restrictions may be grounds to declare a Offeror ineligible for consideration of an award.

Funds are not presently available for this requirement. The Government's obligation regarding this requirement is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. The Government reserves the right to cancel this TORFQ and make no award in the event that funding does not become available.

Timelines for submission of quotations is outlined in the GSA eBuy TORFQ. All quotations shall be submitted through the GSA eBuy system and must be received NLT the closing date and time indicated in the eBuy system.

Sincerely,

XXXXXXXXXXXXXX
Contracting Officer